



FRANKLIN COUNTY PURCHASING
DEPARTMENT
373 S. High Street, 25th Floor
Columbus, OH 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Small and Emerging Business Coordinator **PCN:** 021005

DEPARTMENT: Purchasing **P. R.:** N14

REPORTS TO: Purchasing Supervisor

RESPONSIBILITIES: Responsible for furthering the collaboration between Small and Emerging Business Enterprises (SEB) with Franklin County Board of Commissioners Agencies. This includes identifying and contacting SEBs to provide goods and services for Franklin County. Assist by reviewing request for quotation, intention to bid, and request for purchase to match with SEBs. Analyze commodities purchased by Franklin County under competitive bidding threshold to find SEB matches. Review bids, attend pre-bid conferences, and meet with potential suppliers or contractors. Coordinate and conduct training sessions on County purchasing policies for SEBs. Compile quarterly and annual reports of the contract awards, bids, and quotes for SEBs. Organize Trade Fairs and conduct workshops to gain exposure for the SEBs.

MINIMUM QUALIFICATIONS: Associates degree in business administration or related field with three (3) years of purchasing, operations or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$23.01/hour, plus a comprehensive benefit package.
180 Day Probationary Period

DATE POSTED: Wednesday, August 17, 2016

DEADLINE TO APPLY: Wednesday, September 14, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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